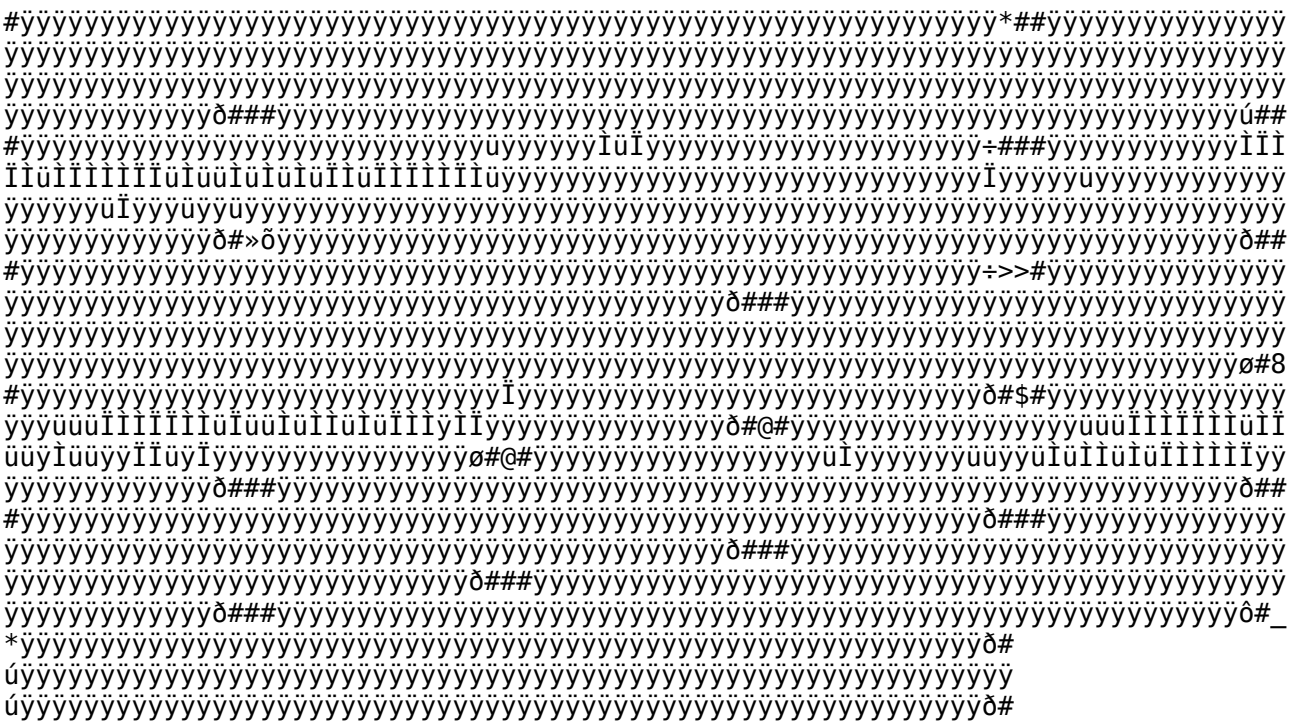

#########@ÿ□#ÿÿd#########d#########□###--INTRODUCE YOURSELF AS THE A CMM LEVEL 2 KEY PROCESS AREATHIS PRESESENTATION COVERS THE HIGHLIGHTS OF CONTRACT MANAGEMENT.WE WILL DISCUSS THINGS YOU SHOULD KNOW IN MANAGING THE CONTRACTOR SELECTED TO DO A SERVICE FOR THE GOVERNMENT.MUCH OF THIS IS PART OF THE MISSION OF THE OFFICE OF ACQUISITION IN TECHNOLOGY INFUSION, BUT VARIOUS ORGANIZATIONS IN DSDC WILL ALSO HAVE AN IMPORT PART TO PLAY.

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s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########i###This course provides an overview of DSDC□s management of Subcontractor□s software development activities.ÿ

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###ÿÿ####@ÿ□#ÿÿd#########d#########Í###THIS WILL ONLY BE AN OVERVIEW OF THINGS YOU WILL NEED TO KNOW IF YOU HAVE A CONTRACTOR ON YOUR PROJECT. YOU WILL NEED OTHER COURSES IF YOU ARE GOING TO TAKE A LEAD POSITION IN DEALING WITH THE CONTRACTOR.T

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      s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########□###Identify when DSDC contracts
outDescribe how DSDC selects a subcontractorSpecify who will manage the
subcontractorIdentify contractual documents#
```

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###ÿÿ####@ÿ□#ÿÿd#########d#########Ü###IN CONTRACTUAL RELATIONSHIPS WITH OUR CUSTOMERS DSDC IS CONSIDERED THE PRIME CONTRACTOR - THE MAIN ENTITY DOING THE WORKWHEN DSDC NEEDS HELP WE WILL HIRE CONTRACTORS WHO WILL BE ASSISTING US. WHO IS THE SUBCONTRACTOR.

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      s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########h###Selecting a subcontractor
Establishing mutual commitmentTracking and reviewing performance and products
```

###ÿÿ####@ÿ#ÿÿd#########d#########§###Goals of the software subcontract management are selecting a subcontractor, establishing certain commitments and constantly tracking and reviewing their performance. #

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#ÿÿd#########d#########å###Get comments from the class.(use only if the class dislikes use of contractors)Most of you probably feel that the government is wasting money & time on contractors when the government could do it better in house.Unfortunately we don□t have a choice; with politics and downsizing it is causing us to change our way of doing business. Since we have no control over this, the thing we can control is how the government can receive the most for its money when hiring a contractor.#

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      ×U########mr######2##□##ªö□üV
      s#ÿÿ####ÿÿ####Qÿ□#ÿÿd#########d#########□###No longer contracting out
entire projectsSelected functions kept in house:Project ManagementRequirements
ManagementSQACM High-level design
```

###ÿÿ####@ÿ□#ÿÿd#########d#########~###Entire projects are no longer being contracted out but, selected task. We intend to retain these area since they are part of our recent CMM Level 2 assessment rating and will be the building blocks for achieving CMM Level 3 DSDC wide.We will keep the requirement until they are baselined, before contracting out any documentation.We plan to SQA & CM at DSDC as much as possible

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      s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########»###Schedule deliverables before
end of projectMore detailed instructions of what contractor is to doAcceptance
testing before the review period runs out Testing done by DSDC project team #
```

#########@ÿ□#ÿÿd#########d#########j###We will no longer wait until just before the project□s due date, or the contract runs out to ask for deliverables, but will keep a running tab on what the contractor is doing and test if possible as things are completed.Writing better contractual documents as to what we expect from the contractor. Make sure we do the testing, not just the contractor.

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      s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#####   ###È###Analysis indicates that
workload is too large for DSDC associates to perform   -vertical organization
Technical Lead   -vertical organization Lead SupervisorAssignment of selective
maintenance work

###ÿÿ####@ÿ□#ÿÿd#########d#########É### The Technical Lead and the Technical Lead□s supervisor (GS-13 or 14) will be the ones to determine to bring a contractor on board. That will be based on the workload being too great ,or the need for specialized knowledge or equipment.We want to try to get them involved in some maintenance work but , not sure how successful this will be. The thought is that it is harder to train the contractor for maintenance than new developmentÿ

###ÿÿ####@ÿ□#ÿÿd#########d#########□###Training - We use the contractor to train our people.Consultation - We will use as consultants for new technology or if we don□t know the tool.Project Team member - We do not have enough people with the knowledge or expertise.Technology Transfer - Sometimes there is a new tool or product for which the contractor is more familiar.   We will have then use it for a while then train the government employee.#

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###2##□##ªö□üV   s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########"###Basic Contract (Multiple Agencies and Multiple Subcontractors)Task Order (One list of tasks on one Project for one Subcontractor)Based on System Subsystem Specification (SSS) Includes Statement of Work (SOW)Task Order ModificationWhen requirements change When more details are available

###ÿÿ####@ÿ□#ÿÿd#########d#########É###Basic Contract

Allows you to hire multi contractors in a shorter process time. If you start from scratch it will take 6 months to get the contractor on board.Task OrderA task order is a contract for services. This is done after the requirements are baselined.This will take about two months.The SOW is the portion of the Task Order that will identify exactly what you want the contractor to do.Task Order ModificationIf for some reason we do not have enough data available or a significant portion of the work changes we will have to modify the original task order. This is a Task Order Modification.#

###ñ###DSDCs preferred contract is DLA System Engineering Technical Services (DSETS)CMM Level 3 enforceableIndefinite Delivery, Indefinite Quantity (ID/IQ) Subcontractor can start working quicklyDSDC has Contracting Officer Representative (COR)y

###ÿÿ####@ÿ#ÿÿd#########d#########U###We plan to get the bulk of our contractors from DSETS. Level 3 - we are asking the contractor to follow our procedures.DoD5000, 498, etc.ID/IQ - contracts are negoiated for the price and kind of service; quantity and delivery are not specificed ID is Indefinite Delivery and IQ Indefinite Quantity.DSETS shouldbe awarded this summer.a

###2##□##ªö□üV   s#ÿÿ ###ÿÿ####@ÿ□#ÿÿd#########d########□###Contracting Officer(KO)Government official who can legally obligate the Government in contractual mattersex. obligate the expenditure of funds on a contract

#########@ÿ□#ÿÿd#########d#########□###The KO or Contracting Officer is the person with the authority to enter into, administer, or terminate a contract. He/she is the only person authorized to enter into a contract or commit the government to pay for goods or services.The Contracting Officer must ensure that all regulations, procedures, and requirements of the law have been followed.Our KO is located at DLA-Hq.e

#!#########!##### ###########!#########!###@ÿ□#ÿÿd#########d########2##□##ªö□üV
s############P#□#ÿÿd#########d#############Designated by the contracting officer to act as the contracting officer□s authorized representative to monitor specific aspects of the contractPoint of contact between the contracting officer and the COTR assigned to the contract-ex: Final approval of funds#

###ÿÿ####@ÿ□#ÿÿd#########d##########[###The Contracting Officer□s Representatives are the eyes and ears of the Contracting Officer who is over numerous contracts.

Some of the duties of the Contracting Officer Representatives are: Monitoring the contractors' compliance with the requirements.-Notifying the KO if performance is not proceeding satisfactorily.-Advising the KO of work that is accepted or rejected.-Ensuring that all requirement changes are submitted in writing.- authorizing inspection and acceptance of deliverables.The COR will be located at DSDC -TBC in the Contract Management Office Bldg 20, 4th floor.#

#!#########!##### ###########!#########!###@ÿ□#ÿÿd#########d#########2##□##zö=û&
##############P#□#ÿÿd#########d#############Contracting Officer□s
Technical Representative (COTR)Designated by the contracting officer to act as
the contracting officer□s authorized representative for technical aspects of the
contract-ex: Acceptance Testing to determine that the contractor□s performance
is satisfactory

###ÿÿ####@ÿ#ÿÿd#########d#########!###The Contracting Officer Technical Representative (COTR) is designated by the Contracting Officer to assist in the technical aspects of the contract including giving technical directions to the contractor.Some of the responsibilities of COTR are:-Ensuring that the personnel with the necessary capabilities, and qualification, are assigned by the contractor to the project.-Monitoring that the work is done in accordance with the contract requirements.-Conferring with contractors to make sure work is on schedule.- Performing technical reviews of all changes done by the contractors.- Ensuring that the contractor corrects all defects.The COTR will write the SOW.COTR will come from one of the vertical organizations.There can be more than one COTR on a project at a time, depending on what function the contractor will be required to perform. There could be multiple contractors on a project performing various functions. If requirement functions are needed there will be a COTR from R, and if development is needed one from P etc....#

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s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########s###Serves as Technical Lead on the projectTechnical link between Subcontractor and COR between Subcontractor and PM

###ÿÿ####@ÿ□#ÿÿd#########d#########&###In most cases the Technical Lead will be the COTR.If the Technical Lead is not certified he/she will appoint another project team member as the COTR.The COTR should keep the COR, PM, project team, and supervisors informed on any matters that could cause delay or cancellation of the project.

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      s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########®###A leader of an engineering
group in DSDCRepresents vertical organization on projectA member of the project
teamCoordinates and monitors technical aspects of project for PM
```

#########@ÿ□#ÿÿd#########d#########'###The Technical Lead is a new role to some in DSDC. For each project there will be a Technical Lead appointed by his/her supervisor to head up the work and see that the correct people are assigned from their vertical organization.That will probably be the first person on the Project Team.#

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ûÆ#ó#ÿÿ####ÿÿ####@ÿ□#ÿÿd#########d#########□###Be certified as having COTR class
Be appointed by Contracting OfficerHave technical writing skills Have technical
expertise in area of contract execution#

#########@ÿ�#ÿÿd#########d#########×###You must be certified in order to be a COTR on a contract.There is a COR class being offered at DSDC for three days. After completing the class you will become certified.You will need technical writing skill to write the SOW. Here is where the Office of Acquisition can assistYou must be appointed in writing by the Contracting Officer to be a COR/COTR on a contract.You are the COTR for only the length of time appointed for that particular task order.You are not a contract specialist but, you are the one with the expertise in software development.You being the developer, the functional analyst, or the technology expert are the link between the contractors� and the Contracting Officer. The Contractor Officer is not educated in your particular field. That is why you have been assigned to write the SOW.Don�t take writing of the Statement of Work lightly. A lot of problems we have had in the past were the result of not writing good Statements of Work.#

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Ã#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########□###Attend scheduled project meetings Monitor & evaluate subcontractor activities and work products Determine traceability and testing requirements

#########@ÿ#ÿÿd#########d#############It is important that the COTR attends all meetings. Especially where it involves the contractor.Constantly checking to see if the contractor is on target. Are the requirements traceable?As a COTR it will be your duty to monitor the work, but not the contractors employees. If you are dissatisfied with something that a contractors employee is doing, you are to speak with their supervisor and let him/her tell their personnel. If you were to do anything that would indicate that you are giving them orders , this could cause further problems. It could allow the contractor a loop hole if there is a delay or cancellation.v

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3#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########□###Provide technical interpretation of
the requirementsAssure that changes in work are not implemented before written
authorization or a contract modification

###ÿÿ####@ÿ□#ÿÿd#########d#########□###Make sure there are no verbal changes to the requirements. All changes must be in writing and taken through the proper channels.#

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      ó#ÿÿ ###ÿÿ####@ÿ□#ÿÿd######0##d#########B###Document all actions in
monitoring the contractMaintain COTR file containing contractual documents and
correspondenceletter of appointmentstatement indicating the COTR has read DLAR
5500.1Standards of Conductrecords of inspections & acceptance documentsprogress
reportsany other documents pertaining to the contract
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###ÿÿ####@ÿ□#ÿÿd#########d#########□###The COTR should keep a file of everything that transpires between the government and the contractor. The file should contain documents on performance, inspection or acceptance, and progress reports. This could be useful if a problem developed or if the COTR responsibility is transferred during the term of the contract. Forward any correspondences received from the contractor to the COR

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      s#ÿÿ ###ÿÿ####@ÿ#ÿÿd#########d#########~###Sign contractsSign task orders
Sign purchase orders Modify a contractObligate payment of funds by the
Government in any way
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###ÿÿ####@ÿ□#ÿÿd#########d#########W###The COTR can sign only if there is no COR; and the COTR has been authorized in writing.#

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s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########□###Authorize alterations in the contractInstruct contractors to start or stop workAccept anything that is not stated in the contracte

###ÿÿ####@ÿ#ÿÿd#########d#########~###The COTR must be careful not to authorized or imply authorization or acceptance of anything for which he/she has no authority.

###ÿÿ####@ÿ□#ÿÿd#########d#########Ç###SOW is the acronym for Statement of Work The Statement of Work is a portion of the contractual document that describes the tasks, deliverables, terms & conditions, due dates, and other parameters under which the contractor is expected to perform. A well defined requirement incorporated into a well done SOW has a good chance of yielding a quality deliverable.If the SOW is too vague the contractors cannot be held responsible for none performance.

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s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########s###Describes cost to be approved:
Hours per taskTravel, general, administrative costsNon-labor costCost
constraints#

###ÿÿ####@ÿ□#ÿÿd#########d#########M###Hours - How many hours on a task.Travel etc. - how much you expect to spend.h

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      ó#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#############Accomplished by Technical Lead/COTRassistance from PM and other team membersassistance from DSDC Acquisition Management (DSDC-TBA)assistance from DLA Office of Counsel Columbus Region (DOCCR)Use templateData Item Description (DID) list Contract Data Requirements List (CDRL)

#########@ÿ#ÿÿd#########d#########è###If you open your Project Guide to in tab B Encl 11.1 you will see the procedure for writing a SOW.The Technical Lead, and members of the Office of Acquisition who posse the knowledge, skills, and abilities will assist you in writing the Statement of Work.The Office of Acquisition will help with the contractual terms and you will supply the technical skillsTemplate - use the template when possible and make changes.CDRL official list of things you can ask the contractor to do.

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s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########m###Understand requirements of the
contractEnsure that there are adequate fundsHave user requirements baselinedl

#########@ÿ#ÿÿd#########d#########5###Requirements of contract

You must understand the requirements of the contract in order to protect the governments interest and ensure the contractors performance. In writing the Statement of Work you must combined a knowledge of contract terms and technical skills.You must know the contract. Although you may have written the requirements it is important that you read and review from time to time to make sure that everything that the requirement calls for is being followed.Know you limitations. Make sure you are within your authority.FundsOnly funded projects may use contractors. .Requirements baseline

Must have customer approved requirements. The System Subsystem Specification this is the baseline or foundation of work for the customer.A lot of problems we have in the past stem from the fact that the requirements were not baselined so DSDC was not able to write good Statement of Work.

###ÿÿ####@ÿ□#ÿÿd#########d#########3###Your requirements are the hear of your contract.BackgroundWhere are you now?Where are you going?How can the contractor get you there?Establish a definition section. Use the words the same way throughout the document.List the tasks and responsibilities that the contractors are expected to perform.ä

###ÿÿ####@ÿ□#ÿÿd#########d#########Ð###This slide describes what we furnish the contractor to help then do their job. You must state in the SOW where the development is taking place. Whose equipment is being used. How long is it being provided.

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ó#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########¡###Clear, precise, and complete statement of the work to be performed or the goods to be suppliedDefines division of responsibility between the contracting parties#

#########@ÿ□#ÿÿd#########d#########k###SOW must be clear, precise, complete
Define what the government is to do and what the contractor is to do.#

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s#ÿÿ$###ÿÿ####@ÿ□#ÿÿd#########d#########È###Describes the government□s actual needIs not unduly restrictiveIs stated in terms that the market can satisfyPromotes acquisition of commercial items (or services) to the maximum extent practicable

###ÿÿ####@ÿ#ÿÿd#########d#########L###NeedsWriting a detailed Statement of Work requires careful consideration and planning. It should not be a wish list of what the government would like to have but, state actual needs .Restrictive Cannot be so restrictive the contractor cannot do his job.Commercial itemsIf they are available, let them use comercial products.

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#Ã#ÿÿ$###ÿÿ####@ÿ□#ÿÿd######3##d##### ###s###Class sessions for additional COTRs
Class on legal issues in subcontracting (DOCCR)Implementation Work Group (IWG)c
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###ÿÿ####@ÿ□#ÿÿd#########d#########y###Here is a list of the training, skill developments, and mentoring that will help the COTR perform their responsibilities.ÿ

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###ÿÿ####@ÿ□#ÿÿd#########d#########□###These associates posse the knowledge skills and abilities to implement DSETS at DSDC and help you continue to meet the SSM KPA goals.#